

Adlib Archive

Software for the professional management of collections in archives and repositories.



Comprehensive,
Flexible,
Secure



Adlib Archive

Manage and share your knowledge

Adlib Archive is one of a range of products from Adlib Information Systems, the leading developers of software for the cultural sector. It includes comprehensive support for the automation of all archive processes, from acquisition to web publication, and from conservation to reading room delivery. Successfully implemented in hundreds of institutions across the world, Adlib's versatility and flexibility deliver a truly integrated application for professional archive management, ideal for use with all collection types.

Easy to use

Clear screen layouts, intuitive interface, context-related help text, extensive validation files and the standard spellchecker all help to make your work easier and more efficient.

Clear

At the heart of Adlib Archive is the catalogue, which supports the creation of multi-level hierarchical descriptions in accordance with the ISAD(G) standard (2nd edition). An on-screen 'tree-structure' display enables you to readily browse through all the levels of the catalogue, however complex, and simply insert records as needed. Links to external digital files, such as Word documents, Excel spreadsheets and PDF-files are easily made.

You can also link to digital media (images, audio/video) and web pages.

Catalogue fields are presented on screen tabs and grouped in accordance with ISAD(G) structure:

- Identity statement;
- Context;
- Content and structure;
- Conditions of access and use;
- Allied materials;
- Notes;
- Description control.



Adlib Archive also supports:

- Accessions and accruals;
- Collection processing (workflow);
- Indexing of names, subjects and locations;
- Thesaurus management;
- Acquisition sources;
- Conservation assessments and treatments;
- Exhibitions;
- Research/use;
- References to published materials.

Suitable for all archive types

If your collection has non-standard data recording requirements, Adlib Designer allows you to extend your catalogue by, for example, adding new fields and/or indexes, or your own screen layouts.

International standards

Adlib Archive is designed to comply with international archival management standards ISAD(G) and ISAAR(CPF). Standards-compliant data means that you can participate in data exchange projects (using EAD, for example).



Search options

Adlib Archive offers you three effective search tools

- The easy-to-use Search Wizard runs on a selection of indexed fields.
- With Query by Form you can combine search queries to search multiple fields simultaneously.
- A powerful search language makes it possible to query every field of the database. Compose your own queries with operators such as 'equal to' or 'less than' or logical operators such as 'AND' and 'OR'.

Both queries and their results can be stored for future re-use as a "pointer file".

Assessments and Treatments module

Here you can record and manage all information relating to conservation assessments and treatments, including the ability to add linked documents and digital media.

Retention scheduling

You can define and attach retention schedules so that you'll be notified when records are due for review, transfer or disposal.

Accessions

Accession data can be easily and efficiently recorded on receipt of new material. In addition to basic descriptive information, you can record data about source, deposit conditions, access, closure, copyright issues and physical condition. You can also produce receipts and listings and log the stages in workflow processing an accession. When you're ready to catalogue, Adlib lets you re-use specified data from the accession record, no need to re-key or duplicate data entry. Adlib Archive also supports recording and linking of subsequent accessions or accruals.

Research/Use

Allows you to record and link the results of research carried out to the relevant catalogue records.

Multilingual

All Adlib applications have full multi-lingual capability. This means that as well as being able to select the appropriate language for the user interface, you can also enter and store data in multiple languages. Your data will be searchable in all the languages you enter. Adlib uses UNICODE, which also makes it possible to



store and search in non-Western languages such as Arabic and Hebrew.

Print what you want

The print wizard makes printing easy and efficient. You can use pre-defined reports, or merge selected data to a Word template you have created to define the print layout. Alternatively, you can interactively control the content and appearance of reports in the Print Wizard itself with just a few mouse clicks.

Safe and secure

Adlib Archive works with a role-based security system. Pre-determined access rights are assigned to roles and roles are assigned to individual users or user-groups. Access to individual records can be restricted or prevented, even if all the other records in the series are accessible. This offers you excellent protection against unauthorized access to data from users on your network or the internet.

Effective thesaurus software

The Adlib Thesaurus functionality is among the best of its kind: a clear layout, easy to expand and simple to manage. Control of the status of each term, i.e. candidate, preferred/non-preferred is also supported.



In addition to an internally managed thesaurus, Adlib can also use externally held thesauri for which a web service is available.

Open System

Your data is a prime asset, which should never be “locked-in” to any particular software or system. Adlib Information Systems take care to provide facilities which make it easy for users to access their data in a variety of different ways: for example, an export wizard which can be used to selectively export data in XML, comma separated or other user defined formats (such as EAD). Support for the Open Archive Initiative harvesting mechanism (OAI-MHP) used by content aggregators such as Europeana is also available. Naturally, it is also possible to import so that data from a legacy system can be transferred into Adlib.

Choices & Expansion options

Choice of database

You can choose either the Adlib database, which is ideal for small scale systems, or Microsoft SQL Server™ platform for larger systems. It’s easy to upgrade in future from the Adlib database to MS-SQL Server if your needs grow.

Reading room module

This option provides all the functionality you need to deal efficiently with requests from researchers or others who wish to use your collections in a reading room environment.

API (Application Programming Interface)

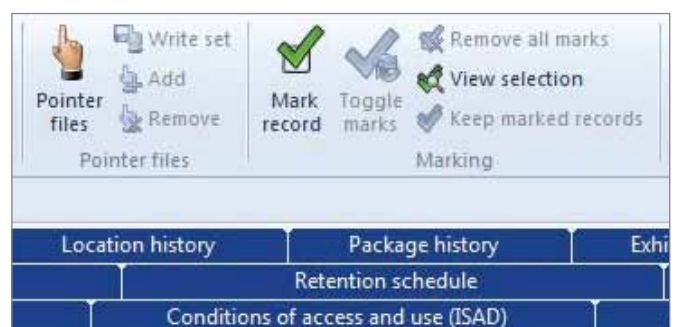
Adlib’s API makes it possible to access your collections data from external systems, so you can repurpose it in many ways. Examples include sharing data with digital asset management systems, web content management systems or Microsoft Office™ applications via a special Adlib plug-in. The API is fully documented at api.adlibsoft.com. Note that the API is only available on MS-SQL Server based systems.

Your collection on the internet or intranet

The Adlib Internet Server streamlines the process of publishing your collections data on to the Internet or a local Intranet. Like all Adlib software, it’s fully configurable so you can define which fields from your database can be searched on and/or displayed. The appearance of the web application is defined through style sheets, so the search and results pages can easily be harmonized with your existing web site design.

Workflow processing module

Complex workflow processes can be modelled in this add-on software module, in which the user can define ‘jobs’ which consist of one or more predefined ‘activities’ to be carried out on one or more collection items. Jobs can be created either directly in the workflow module interface by curatorial staff, or, in the case of a workflow system to process reproduction/viewing orders, be submitted via an on-line form from a web based collections search interface.



Versions

Adlib Archive is available in three versions that differ in terms of functionality and flexibility:

① Adlib Archive Standard

Comprehensive functionality for archive management, delivered with Adlib Designer - the Adlib 'tool kit'. Adlib Designer can be used to modify the application to suit your requirements. This can be carried out by a trained user or by Adlib Information Systems.

Cross-domain versions

If you also have museum and/or library collections, you can use Adlib Plus or Xplus versions.

② **Adlib Archive Plus** is the fully integrated combination of Adlib Archive and Adlib Library or Adlib Museum.

③ **Adlib Xplus** combines all three applications.

Organisations that manage material which encompasses these three professional areas can now do so in a single, sophisticated Adlib application. You can search across collections with a single query, and can establish hyperlinks between material of different collection types. Uses the same consistent thesaurus and validation files across all collections.

Adlib Hosting

Adlib without ICT worries

Let Adlib Information Systems remove all your ICT worries by hosting your complete Adlib system. We provide all the infrastructure and technical support necessary to keep your system running securely without needing a local ICT department.

Advantages of Hosting

- Back-ups automatically made for you
- We'll take care of upgrades, so you'll always be up to date
- Professional grade hardware running in a secure datacentre



- Access your Adlib system from any web connection
- Always enough storage space

Financial and Commercial benefits of hosting

- No costs for licenses
- No locally based ICT personnel needed
- No admin/support of complex ICT infrastructure needed
- No large investment for hardware/software needed
- One annual payment covers everything
- Operation covered by a Service Level Agreement (SLA)

Adlib Information Systems

Our business is based on the key concepts of technical continuity, international standards, 'open' systems architecture and user-friendliness; Technical continuity ensures the preservation of your data in the years to come, despite changes in computing technology. International standards and open architecture mean that your data can be shared both inside and outside your organisation. User-friendliness means our products are designed for daily carefree and efficient use. These key concepts, along with our employment of the latest technology and continued involvement in the development and dissemination of professional standards and practices, have led to a large number of satisfied customers. They are also the reasons that collecting institutions of all types continue to choose Adlib software.

Bert Degenhart Drenth
Managing Director
Adlib Information Systems

Services

We don't just make software: We make projects happen. No matter what the scale of your project, large or small, we can provide all the services you need to successfully implement your software.

Consultancy, customisation and conversion

The knowledge and experience within our company are especially valuable during the implementation of a new system. Our specialists will support you through all stages of your project: configuration, data conversion, installation.

Support contract

Once your new system is up and running, you can take out a support contract which provides you with on-going help during office hours. The contract also provides regular upgrades of our software to keep it up to date.

Training

Adlib Software is easy to use but rich in functionality. Learn how the Adlib Applications or Adlib Designer can help you in your daily work. We have courses available for all experience levels, from beginner to application manager. Custom training or training on-site are also possible.



Adlib Information Systems Ltd

11 Pine Court, Kembrey Park
Swindon, Wiltshire, SN2 8AD
United Kingdom
t 0845 658 9484
info@uk.adlibsoft.com
www.adlibsoft.com

Adlib Information Systems

P.O. Box 1436, 3600 BK Maarssen
The Netherlands
t +31 (0)346-58 68 00
sales@adlibsoft.com
www.adlibsoft.com